

## **DIVISION OF VOCATIONAL REHABILITATION**

### **REQUEST FOR PROPOSALS (RFP)**

#### **Vehicle Van Modifications for Individual with Disabilities**

*(Under the Laws of the State of Delaware, Title 29, Chapter 69, Subchapter VI of the Delaware Code)*

**PLEASE TAKE NOTICE** that the Division of Vocational Rehabilitation (DVR) is seeking proposals to provide vehicle modification services for the needs of an individual with a physical disability. Successful offeror will be awarded a contract to provide vehicle modifications for one individual in the State of Delaware. The description of services for which proposals sought are:

- **Vehicle – 2010 Dodge Grand Caravan - Van Modifications**  
**Includes:**
  1. **Spinner Knob Steering Device Positioned at 4-5 O’Clock.**
  2. **Powered Fold Out Ramp.**
  3. **6 Way Power Seat.**
  4. **Powered Side Entry Doors.**
  5. **Outside and Inside Controls.**
  6. **Push/Pull Style Tri-Pin Hand Controls Including Horn Button.**
  7. **Lift Controls – Central**
  8. **Entry Door Controls - Central**
  9. **Powered Climate Controls**
  10. **Parking Brake Extension.**
  11. **Manual Wheelchair Tiedown and Occupant Restraint System (Driving and Non-Driving Positions).**
  12. **Quick Disconnect Driver’s and Passenger’s Seats Adjusted for Floor Cut.**
  13. **10” Lowered Floor and Kneeling System.**
  14. **Fire Extinguisher.**
  15. **Estimated Shipping and Handling Charges.**
  16. **1 Year Warrantee on Parts and Labor.**

#### **Instructions for proposal submission:**

Offerors shall submit three (3) copies of proposal, consisting of materials as indicated in the Instructions for Proposal Submission document. Instructions for Proposal Submission and Proposal Evaluation Criteria are included in this RFP Package and on [www.bids.delaware.gov](http://www.bids.delaware.gov), though additional information including the original adaptive driving evaluation may be provided to any interested party upon request from Daniel Madrid, Division of Vocational Rehabilitation, 4425 North Market Street, Wilmington, DE 19809, Tel. (302) 761-8275; FAX (302) 761-6611, [Daniel.madrid@state.de.us](mailto:Daniel.madrid@state.de.us). Failure to comply with instructions will result in the proposal being rejected, without further review, as not conforming to the RFP requirements.

**Bidder Qualifications:** The successful proposal will be submitted by a certified member of the National Mobility Equipment Dealers Association or comparable certification.

**Proposal Evaluation:**

Proposals will be evaluated based upon the responsibility of offeror (60%), the offeror adequately meeting the specifications in the description of services (20%), and cost per bid (20%).

**Deadline for submitting Proposals:**

Three (3) copies of each **sealed** proposal shall be delivered by **April 16<sup>th</sup>, 2012 at 4:30 p.m.** at the Central Office of the Division of Vocational Rehabilitation, located on the third floor of the **Department of Labor Fox Valley site, 4425 N. Market Street, P.O. Box 9969, Wilmington, DE 19809-0969** to the attention of Daniel Madrid, Vendor Specialist.

**Opening of Proposals:** Sealed proposals will be opened on **April 19<sup>th</sup>** at 2:30 p.m., 3<sup>rd</sup> floor conference room, at the DVR Central Office located in Fox Valley, 4425 North Market Street, Wilmington, Delaware. The time and place for opening sealed proposals may be extended upon two days notice to all offerors who have submitted a proposal. Please address any questions regarding this Request for Proposals to Daniel Madrid at (302) 761-8281, [Daniel.madrid@state.de.us](mailto:Daniel.madrid@state.de.us).

**Office of Minority and Women Business Enterprise:**

If you consider yourself a Minority and/or Women Business Owned Enterprise in the State of Delaware, we encourage you to apply to:

Enterprise Business Park  
100 Enterprise Place, Suite 4  
Dover, DE 19904  
SLC: D100  
302-857-4554  
<http://gss.omb.delaware.gov/omwbe/index.shtml>

**DIVISION OF VOCATIONAL REHABILITATION**  
**Instructions for Proposal Development**  
**Vehicle Modifications**

**I. INFORMATION FOR OFFERORS**

This packet is designed to assist interested organizations that wish to submit a proposal to provide vehicle modifications for a DVR client with physical disabilities. The packet provides necessary information to prepare and submit proposals for consideration. Please read this document carefully and follow the instructions as suggested.

**II. INSTRUCTIONS FOR PROPOSALS**

1. Offerors who submit proposals for DVR contract agreements are encouraged to be brief and clear in the presentation of information. Applicants are encouraged to follow the guidelines provided in this packet.
2. Three (3) copies of each proposal shall be submitted to DVR in writing, in conformity with RFP specifications and signed by the responsible party for offer.
3. The proposal must be delivered in a sealed package or envelope.
4. The proposals shall conform to the description, specifications, and requirements as set forth in the Request for Proposal (RFP).
5. A complete proposal shall consist of bid sheet with labor and parts and a completed proposal information summary form (attached).

**Deadline for submitting Proposals:**

The deadline for receipt of three (3) copies of each sealed proposal is **April 16<sup>th</sup>, 2012 at 4:30 p.m.** at the Central Office of the Division of Vocational Rehabilitation, located on the third floor of the Department of Labor Fox Valley site, 4425 N. Market Street, P.O. Box 9969, Wilmington, DE 19809-0969 to the attention of Daniel Madrid, Vendor Specialist.

**Evaluation and Selection of Proposals:**

1. Negotiations may be conducted with an offeror who submit proposals that are determined by DVR as "likely to be accepted".
2. After individual meetings, a request for best and final proposal may be made to offerors that submitted proposals determined "likely to be accepted", with a deadline for such proposals.
3. The Division of Vocational Rehabilitation has determined that it is in the best interest of the State to enter into one (1) agreement for the vocational rehabilitation service identified in this Request for Proposal.

**Awarding of Contract Agreement:**

DVR will enter into contractual agreement with one offeror whose proposal is approved no later than **May 1<sup>st</sup>, 2012**. The agreement will specify the services to be provided.

**Required Documents:**

1. Documents demonstrating responsibility of offeror; required prior to contracting.
2. Description of Services offered:
  - a. Bid with specifications and price for modifications (itemized parts/labor)
  - b. Address safety requirements while making the necessary modifications will be part of the contract.

- c. Offer of one year guarantee for work performed which will be part of the contract for services.
  - d. Certification of membership in National Mobility Equipment Dealers Association or comparable certification required at the time of the contract.
  - h. Documentation of one million dollars in liability insurance upon contracting for the service.
- 3.** Proof of business status (only if requested).
- 4.** Proposal information summary sheet (attached).

## PROPOSAL INFORMATION SUMMARY

Applicant Organization

\_\_\_\_\_  
(Name of Organization)

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City)

\_\_\_\_\_  
(State/ Zip)

\_\_\_\_\_  
(Contact Person - Project Manager, Title)

\_\_\_\_\_  
(Area the Program will Serve – Consumers and/or Disability)

\_\_\_\_\_  
(Telephone Number, Fax  
Number, e-mail Address)

Organization Type:

☐ Non-Profit                      ☐ Private for Profit  
☐ Educational                      ☐ Governmental

\_\_\_\_\_  
(Location(s) of Program  
Operation – City, Town,  
Count

Services included in proposal:

☒ **Van Modification**

☐ \_\_\_\_\_  
☐ \_\_\_\_\_  
☐ \_\_\_\_\_  
☐ \_\_\_\_\_  
☐ \_\_\_\_\_

**Total Bid Amount for work:**

\_\_\_\_\_

**Comments:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Certificate of information and authorized signature.**

**I hereby certify that to the best of my knowledge all information contained in the application is accurate and complete, that this is a valid application, and that I am legally authorized to sign and represent this organization. I hereby certify that my organization is not barred from doing business with the State of Delaware or the US Government.**

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Title)

## PROPOSAL EVALUATION/ SCORING

### Scoring.

Each proposal will be scored using the selection criteria, and relative points for each section.

**Offeror:** \_\_\_\_\_  
**Service:** \_\_\_\_\_

**Rater:** \_\_\_\_\_

ITEM	SCORE	COMMENTS
<b>A. Responsibility of Offeror</b>	<b>60%</b>	
Offer's financial condition, management, and physical facilities are adequate to provide the services identified in the proposal.		
Offeror has a demonstrated record of performance and integrity with respect to the services in the proposal.		
Offeror has identified qualified personnel and appropriate credentials/certifications to provide the services identified in the proposal.		
<b>B. Description of Services</b>	<b>20%</b>	
Offeror addresses all specifications listed to complete the vehicle modifications in the bid.		
<b>C. Costs</b>	<b>20%</b>	
Bid costs are in keeping with the level of modifications required.		
<b>Total Score</b> (Possible 100 points) <b>Likely to be accepted</b> ____ <b>Unacceptable</b> ____		